

## Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes January 12, 2022

**Physical Location Component at Board of Commissioners Room,  
2<sup>nd</sup> Floor, Van Buren County Administration Building,  
219 E Paw Paw Street, Paw Paw MI 49079**

**Remote Component Host: Wayne Nelson, Secretary-Treasurer at the meeting site**

**Note for the Record**—This meeting was held at the stated physical location, with an additional online remote component using Zoom remote meeting software. The meeting notice and tentative agenda, including the Zoom Meeting ID Number and login instructions, were properly and timely posted on the county’s website to allow public participation. Each Board Member who attended remotely announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state) and, if attending remotely when a reasonable accommodation to attend remotely under the Americans With Disabilities Act was granted to any Board Member, is accorded quorum and voting status for the meeting. For this meeting, all Members shown as “Attended remotely” are accorded quorum/voting status.

Board Member Attendance Report--Brownfield Redevelopment Authority Board										
Name	Position	Attendance/Quorum Status	Declared Remote Location			Present Anytime	Present @ Start	+ Late Arrivals	- Early Departs	Present @ End
			Municipality	County	State					
Gail Patterson-Gladney	Chair	Attended physically				Yes	Yes			Yes
Lisa Phillips	Vice Chair	Attended remotely	Indianapolis	Marion	Indiana	Yes	Yes			Yes
Cynthia Compton	Member	Attended physically				Yes	Yes			Yes
Kate Hosier	Member	Attended physically				Yes	Yes			Yes
Katie Strohauer	Member	Did not attend meeting				No	No			No
Zach Morris	Member	Attended physically				Yes	Yes			Yes
Dr. Patrick Creagan	Member	Attended remotely	Decatur Village	Van Buren	Michigan	Yes	Yes			Yes
John Young	Member	Attended physically				Yes	Yes			Yes
Lisa Imus	Member	Attended physically				Yes	Yes			Yes
					Count:	8	8	0	0	8
					Members Present:		8 of 9	8 of 9	8 of 9	8 of 9
					Quorum (Yes/No):		Yes	Yes	Yes	Yes

**1. Call to Order and Determination of Quorum and Attendees**

At 3:32 PM, by Chair Gail Patterson-Gladney with attendees/absentees/remote locations/quorum status as stated above and as follows:

- a. **Board Members Present (8); Board Members Absent (1); Board Vacancies: (0).** A quorum (8 of 9) is initially present and a quorum remained throughout the meeting
- b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Consultant Erik Peterson from Envirologic Technologies Inc.; Riley Lukomski, Economic Development Manager at Market Van Buren.

**2. Approval of Agenda**--The prepared agenda was adopted by unanimous consent.

**3. Approval of Minutes of Regular Meeting held December 8, 2021**--The draft minutes of the meeting were included in the agenda packet. Motion by Hosier, supported by Imus, to approve the minutes, with correction to the spelling of Hosier in Item 3. Approved by a vote of 8-0.

**4. Public Comment**—Zach Morris introduced Riley Lukomski, the new Market Van Buren Economic Development Manager, who spoke briefly about current efforts. The Market Van Buren website is at <https://www.marketvanburen.org/>

**5. Secretary-Treasurer’s Report**--Nelson presented a written report with oral enhancements and action item as follows:

- a. **Invoices for Approval**—The following invoices for approval:

Amount	Vendor	Invoice #	Invoice Date	Reason
	<b>EPA Grant Invoices:</b>			
\$ 7,367.31	Envirologic Technologies Inc	08477	2022-01-07	Gateway; Phase II/BEA/DDCC/Pre-Demo
4,860.00	Envirologic Technologies Inc	08478	2022-01-07	101 Cemetery, Bangor; Elig/Phase I/BEA/DC
3,648.75	Envirologic Technologies Inc	08485	2022-01-07	119 N Main Lawton; Phase II
2,483.12	Envirologic Technologies Inc	08521	2022-01-11	Outreach/Programmatic
<b>\$ 18,359.18</b>	<b>Envirologic Sub-Total</b>			
735.00	Wayne Nelson	1997	2021-12-21	Services-EPA Grant 10-1-21 to 12-21-21
<b>\$ 19,094.18</b>	<b>Total of EPA Grant Invoices</b>			
1,715.00	Wayne Nelson	1997	2021-12-21	Services-Non Grant 10-1-21 to 12-21-21
158.89	Zoom (reimb Wayne Nelson)	126868269	2022-01-08	Zoom software license; renew 1 year
<b>\$ 20,968.07</b>	<b>Total of All Invoices</b>			

Motion by Morris, supported by Hosier, to approve paying these invoices totaling \$20,968.07. Approved by a vote of 8-0.

**6. Other Correspondence—None**

**7. New Business—**

- a. **EPA Grant Closeout Activities.**—Erik Peterson and Wayne Nelson indicated they are engaged in EPA Grant closeout activities, including preparing any needed budgetary releases for approved but unspent funds, and other specific closeout reporting. Progress will be reported at the next meeting. The grant term ended 12/21/2021.
- b. **2022 Regular Meeting Schedule**—The 2022 Regular Meeting Schedule that keeps the 2<sup>nd</sup> Wednesday at 3:30 PM as the day and time, was adopted at the 12/8/2021 meeting but must be confirmed today under the Open Meetings Act. Motion by Compton, supported by Morris, to confirm the 2022 Regular Meeting Schedule. Approved by a vote of 8-0. *Note: The adopted schedule has been posted physically and on our website as required.*

**8. Ongoing Business—EPA Grant/Brownfield Plan Project Updates**—Consultant Erik Peterson made comments on EPA Grant and Brownfield Plan projects as follows:

- a. **Gateway Holdings LLC**—All work and deliverables were completed by 12/21/2021.
- b. **119 N. Main Street in Lawton**— All work and deliverables were completed by 12/21/2021.
- c. **101 Cemetery Rd in Bangor**—All approved work and deliverables were completed by 12/21/2021. ETI remains available to the applicant for any post-grant work.
- d. **Community Outreach/Programmatic**-- All work and deliverables were completed by 12/21/2021. Additional outreach to local municipalities and additional promotional and success stories digital material for websites has been created.

**9. Other Business/Reports**

- a. **Land Bank Report**—Member Imus is now also a VBCLBA Board member. Cindi Compton reported that the VBCLBA is working with the developer at the Everett Park site in the City of South Haven. Zach Morris mentioned the ongoing redevelopment at 1 and 5 W Main Street in Hartford.
- b. **Economic Development Corporation and Other Economic Development Report**—Zach Morris reported that business expansion activities and inquiries continue at an increasing pace.
- c. **General Member Comments**—None

**10. Adjournment**—Motion by Hosier, supported by Compton, to adjourn. Approved by a vote of 8-0. All business being completed, the meeting was adjourned by the Chair at 4:21 PM.



Wayne Nelson, Secretary-Treasurer  
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

Acronym	Type	Meaning
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes, and Energy
MEDC	Agency	Michigan Economic Development Corporation
SLBA	Agency	Michigan State Land Bank Authority
VBCLBA or LBA	Agency	Van Buren County Land Bank Authority
VBC	Agency	Van Buren County
VBCBOC or BOC	Agency	Van Buren County Board of Commissioners
VBCEDC or EDC	Agency	Van Buren County Economic Development Corporation
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor
BP	Brownfield Term	Brownfield Plan
LBRF	Brownfield Term	Local Brownfield Revolving Fund
ED	General Term	Economic development
SEV	Property Tax Term	State Equalized Value-should approximate 50% market value
TV	Property Tax Term	Taxable Value-the value for property tax rate billing